



COORDINATOR, DIGITAL LIBRARY SERVICES

Library

Inspired by a strong tradition of social responsibility and an enduring commitment to the advancement of women, Mount Saint Vincent University promotes academic excellence and the pursuit of knowledge through scholarship and teaching of the highest quality. Mount Saint Vincent University is committed to recruiting exceptional and diverse scholars and teachers and is recognized as a leader in flexible education, applied research, and a personalized approach to education. The university is in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

Mount Saint Vincent University is strongly committed to fostering diversity and inclusion within our community and encourages applications from all qualified candidates including women, persons of any sexual orientations and gender identities and/or expressions, Indigenous persons, African Canadians, other racialized groups, persons with disabilities, and other groups that would contribute to the diversification of our campus. Candidates who identify as being from any of these groups are encouraged to voluntarily self-identify in their application materials. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

The Library and Archives at Mount Saint Vincent University invites applications for the position of Coordinator, Digital Library Services. Please visit us at www.msvu.ca/library.

About the Opportunity

The MSVU Library is a service-oriented research centre committed to providing the highest level of support for, and encouragement of, teaching, learning and research, the production of knowledge, and scholarly communication. The Library and Archives provides a full range of services to a community of 4,000 students and 500 employees both on and off campus.

The Mount Library is seeking a reliable, flexible, technical, detail-oriented, and organized person to work in a role that includes technical support for library projects, managing online content, research help, and working with open educational resources. This position reports to the Scholarly Publishing Librarian.

Responsibilities include technical support to Faculty for OER creation using Pressbooks and H5P software, updating LibGuides and instructional videos, copyright permissions for Moodle, shifts of online library research help, working with content for the library's Drupal server, and the deposit of theses/dissertations in the MSVU e-Commons.

About You

This position requires at least 18 months of previous work experience in an academic library. Preference will be given to candidates who have an undergraduate degree and/or Library technician diploma, or an equivalent combination of education and experience. Candidates must be able to exercise good judgement, organize work, and work conscientiously without supervision. The incumbent must have excellent communication skills and adaptability to constant change in activity. Candidates should be proficient in the use of Microsoft Office Suite, and have previous experience with, or strong technical skills and a willingness to learn, H5P, DSpace, Drupal, and Pressbooks software.

Classification: Full-time 1 Year NSGEU Term Level 7 Position

Salary: \$46,717 per annum

Start Date: January 16, 2023

Application Process:

If you require an accommodation at any time during the application process, please let us know (Human.Resources@msvu.ca).

Applicants should include a cover letter and resume describing how their education, training, and experience meet the requirements for this position. To apply for this position, use the Career Beacon application portal: <https://jobs.careerbeacon.com/details/coordinator-digital-library-services/1861878>

This competition closes on December 14, 2022.